

**File No. O/o PAG(Audit)/AP/OE/2020-21/A2**

**Advertised Online Tender Enquiry for**

**Empanelment of Printers from Hyderabad Region for designing, formatting and printing of Audit Reports, booklet/brochure along with (CD-ROM) for the period 2020-2023 for Office of the Principal Accountant General (Audit), Andhra Pradesh.**

**Principal Accountant General (Audit), Andhra Pradesh  
AG Office, Saifabad  
Hyderabad – 110 002  
Tel: 040- 22331384, 22331391 FAX: 23210125**

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## **1. DISCLAIMER**

The information contained in this Request for Advertised Online Tender Enquiry Document or subsequently provided to Bidder/s, whether verbally or in documentary form by or on behalf of any of their representatives, employees or advisors (collectively referred to as —Prl. AG Representatives), is provided to Bidder(s) on the terms and conditions set out in this Advertised Online Tender Enquiry Document and any other terms and conditions subject to which such information is provided.

This online Advertised Tender Enquiry Document is not an agreement and is not an offer or invitation by the Prl. AG Representative(s) to any party other than the entities, who are qualified to submit their Proposal (Bidders). The purpose of this Advertised Online Tender Enquiry Document is to provide the Bidder with information to assist the formulation of their Proposal. This Advertised Online Tender Enquiry Document does not purport to contain all the information each Bidder may require. This Advertised Online Tender Enquiry Document may not be appropriate for all persons, and it is not possible for the Prl. AG Representatives, their employees to consider the investment objectives, financial situation and particular needs of each party who reads or uses this Advertised Tender Enquiry Document. Each Bidder should conduct their own investigations and analysis and should check the accuracy, reliability and completeness of the information in this Advertised Online Tender Enquiry Document and wherever necessary, obtain independent advice from appropriate sources.

The Prl. AG Representatives, and their employees make no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of the Advertised Tender Document.

The Prl. AG Representatives may in their absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this Advertised Tender Enquiry Document.

## **2. ABOUT PRINCIPAL ACCOUNTANT GENERAL (Audit), ANDHRA PRADESH**

- **VISION**

The vision SAI India represents what we aspire to become: We strive to be a global leader and initiator of national and international best practices in public sector auditing and accounting and recognised for independent, credible, balanced and timely reporting on public finance and governance.

- **MISSION**

Our mission enunciates our current role and describes what we are doing today: Mandated by the Constitution of India, we promote accountability, transparency and good governance through high quality auditing and accounting and provide independent assurance to our stakeholders, the Legislature, the Executive and the Public, that public funds are being used efficiently and for the intended purposes.

- **CORE VALUES**

Our core values are the guiding beacons for all that we do and give us the benchmarks for assessing our performance, Independence, Objectivity, Integrity, Reliability, Professional Excellence, Transparency, Positive Approach

### 3. ABOUT THIS Advertised Online Tender Enquiry

This document is a tender document for “**Empanelment of Printers from Hyderabad Region for designing, formatting and printing of Audit Reports, booklet/brochure along with (CD-ROM) for the period 2020-2023 for Office of the Principal Accountant General(Audit)/Andhra Pradesh**” as detailed below.

Office of the Principal Accountant General (Audit), Andhra Pradesh located in Hyderabad intend to get their various Audit Reports of State Government of Andhra Pradesh printed in English and Telugu. Around 3-6 Reports of about 50–300 pages each are required to be printed annually; with about 300-700 copies in English and about 250-500 copies in Telugu of each Report. Abridged version of Reports published by this office called epitome with about 300-700 copies to be printed. Please note that the Reports are confidential and you will be required to **adhere to the confidentiality clause at Paragraph 14 of this document.**

Samples of earlier printed reports and their CDs may be collected from the undersigned at the given address to understand the expected quality of work.

#### 3.1 Scope of Work

The printers would be required to collect the camera-ready/soft copies of the Reports from various indenting sections of this office. The Reports would be of following type:

- The text of Audit Report shall be in either in Monochrome or multicolour and is to be printed on 120/130/170 GSM with appropriate finish (Matte/glossy Paper of A-4 size) or other paper to be decided by the sections of this office.
- Before printing the Audit Reports, colours should be got approved by the printers from the sections of this office.
- The cover design will be coloured, having photographs related to the topic of the Report. The colour scheme of the cover page shall be ascertained by the printer from sections of this office.
- Cover page printing, binding of the book, delivery to the indenting offices is to be arranged by the printers at printer’s cost.

#### 3.2 Specifications/Paper quality

Rates should be quoted in the form of BOQ\_XXXX.xls at CPPP for designing, formatting and printing of Audit Reports as per the specification given in **Annexure -5 (detailed financial bid).**

#### 3.3 Cover paper and binding

300-GSM imported art card including matte finish lamination of the cover page and gum binding. Gum binding should be of the highest standard and it should be ensured that pages do not come out of the Report. Reports with poor quality binding/loose binding shall be rejected outright and no charges would be paid by this office for rejected reports.

#### 3.4 Quantity

The requirement of printing of each of the Reports would be as under:

- English version 300-700 copies
- Telugu version 250-500 copies
- The number of pages in each Audit Report is likely to be between 50 and 300 pages approximately.
- Out of above copies of English version of each Report, the printer would be required to supply 10-15 signatory copies without facsimile signatures with gold embossed, rexine cover of best quality and color decided by indenting sections.
- Similarly, 10-15 signatory copies of Telugu Version are to be printed without facsimile signatures with gold embossed rexine cover of best quality quality and color decided by indenting sections.

- Signatory copies as mentioned above may have to be printed digitally, if so desired.

The printers may also be required to bring out CD/ pressbriefs of 20-25 pages of about 100-500 copies as per sample provided to printer.

### **3.5 Print Quality**

The overall designing, formatting, printing and binding etc. will be of the highest standard, not below the standards and quality of samples provided to the printer by this office.

### **3.6 Rates/Bid validity/ validity of final rates**

The printers are required to quote rates **per page** after taking into account all elements of printing, including designing, formatting, cost of paper, film, printing charges, shading charges, blue print copy (for proof reading purpose), GST, delivery charges, etc.

The bids/quotes should be valid for three months from the date of issue of this letter. (**Annexure-1**)

Rates finalised by this office, will be valid for two years i.e. up to **31 March 2023**.

### **3.7 Capacity**

The printers should have the capacity to handle more than one Report (as per required copies) at any given point of time. The printer should have the capacity to print sophisticated documents, including multi-coloured objects e.g. photographs, charts, maps, etc in English and Telugu with a print order of 1400 copies in English and 1000 copies in Telugu within a week or less. Printer should have the capacity for designing Audit Reports/related Brochures and Booklets.

Manual bids shall be accepted. Tender box is placed at OE section, Office of the Prl. AG(Audit), AP at AG Office Saifabad, Hyderabad- 500 004. Critical Date sheet at Sl. No 4 is strictly followed.

**Document Download: Tender documents may be downloaded from CPPP eProcurement site <https://eprocure.gov.in/eprocure/app>. or from <https://cag.gov.in/ag/andhra-pradesh/en>**

The following are conditions relating to this tender:

1. The selection of vendor for order purpose shall be the sole discretion of the User department.
2. The rates finalized shall remain valid during validity of the contract.
3. The bidder should fulfil the general conditions in order to participate in the Advertised Tender Enquiry.

### **3.8 General Conditions**

- I. The prospective bidder should note that if they are empanelled for printing of the CAG's Audit Report/ Brochure, their print quality should match the quality of the samples given by them for technical qualification, and in case they fail to do so, they are liable to be blacklisted immediately, without further reference.
- II. If the bids are not accompanied by all the requisite supporting documents, the same would be rejected.
- III. Undertaking for subsequent submission of any of the required document will not be entertained under any circumstances. Office of the Principal Accountant General (Audit), Andhra Pradesh reserves the right to seek clarifications on the already /submitted documents.
- IV. Eligibility criteria for participating in this tender are as indicated in **Annexure 4 – Eligibility Criteria**.
- V. Other conditions are specified in **Annexure 2 – “BID SUBMISSION”**

### **3.9 Earnest Money Deposit**

An Earnest Money Deposit (EMD) as bid security of the value of Rs.50,000/- (Rupees Fifty thousand only) from a Nationalised Bank valid up to **30 March, 2021 or for a period of forty five days beyond the final bid validity period, whichever is later**, in the form of Bank Guarantee may be submitted along with the bid document. EMD of the unsuccessful bidders shall be returned after the final bid validity.

- i. In case of bidder's withdrawal or altering its bid during the bid validity period, the EMD is liable to be forfeited. The **EMD must be physically submitted** in an envelope as mentioned in the **Annexure-6: Bid Submission**, before the bid opening date & time given in the **Critical Date Sheet** below. The Original EMD should be posted/couriered/given in person to Senior Audit Officer, OE section, Office of the Principal Accountant General (Audit), Andhra Pradesh, AG Office, Saifabad, Hyderabad- 500 004.
- ii. The Earnest Money Deposit (EMD), without any interest accrued will be refunded as follows:
  - a. In the case of those Bidders who are not empanelled, the Earnest Money Deposit (EMD) will be refunded without any interest accrued within one month.
  - b. EMD of successful bidders will be returned after they sign letter of acceptance for the empanelment with Office of the Prl.AG(Audit)/AP and submit a Security Deposit in the form of a Performance Bank Guarantee (PBG) of amount equal to the EMD.

### 3.10 Samples of Reports in physical form

Prospective bidders should submit 03 samples each in English and Telugu (in physical form) of high quality printed reports (their best reports around 50 pages or more in A-4 size or thereabout size paper of 120 GSM or more in a separate sealed envelope marked "**Sample of reports (Technical Bid- Audit Reports of the Office of the Principal Accountant General (Audit), Andhra Pradesh)**" on it. The samples should be posted/couriered/given in person "**To Senior Audit Officer Office Establishment Section, Office of the Principal Accountant General (Audit), Saifabad, Hyderabad – 500 004**". One set of sample (including cover page) in A-4 size should be sent along with the bid indicating the type of paper, grammage and seal of the printer on each sample.

### 4. Critical Date Sheet

Published Date	04 February 2021 at 3.00 pm
Bid Document Download / Sale Start Date	05 February 2021 from 11.00 am onwards
Bid Submission Start Date	05 February 2021 from 3.00 pm onwards
Bid Submission End Date	15 February 2021 till 12.00 pm
Bid Opening Date	15 February 2021 at 12:30 pm

**\*Note:**

- (1) No Bid will be accepted after the deadline given in the time schedule above.
- (2) Any change in the schedule of tender process will be notified at CPPP e-Procurement site.

### 5. Availability of tender

1. The complete Tender Document is also available for reference at <https://cag.gov.in/ag/andhra-pradesh/en> website of this office.
2. The prospective bidders desirous of participating in this tender may view and download the tender document free of cost from above mentioned CPPP e-Procurement website <https://eprocure.gov.in/eprocure/app>. The bidder(s) shall submit the quotations online in following two categories separately :
  - (a) Technical Bid (Proof of eligibility conditions with scanned copy of Tender Document and bid security/EMD amount), and
  - (b) Financial Bid in the form the BOQ\_xxxx.xls on to the portal.

### 6. Bid submission

- a. Bidders are advised to visit this website regularly to keep themselves updated as any change/ modification in the tender will be intimated through this website.
- b. Bids shall be submitted online at CPPP eProcurement website: <https://eprocure.gov.in/eprocure/app> and offline at OE section as mentioned in Sl. No. 3.7



- c. Tenderer/Contractor are advised to follow the instructions “Instructions To Bidder for Online Bid Submission” provided in the **Annexure 7** “Instructions To Bidder for Online Bid Submission ” for online submission of bids and Offline bid submission.
- d. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- e. Bids are to be submitted as per the **Annexure 2: “Online Bid Submission”**
- f. For additional instructions, refer to the Sections “Financial Bid Evaluation”.

## **7. Bid opening**

1. Proof of eligibility conditions with Tender Document and bid security/EMD amount will be opened online and offline at scheduled time as per Critical Date Sheet. Bidders are requested to view Bids online by using option Live bid opening available in the Bidder Dashboard on Bid opening date and time as per Critical Date Sheet in the presence of the vendor’s representatives subsequently for further evaluation. Samples of Reports submitted by the bidders for technical evaluation will have to reach this office three days prior to the opening of the bid. Offline and Online bids are opened as per critical Date sheet. Offline bids are opened before representative bidders, if available.
2. Financial bids of the only bidders who meet the eligibility criteria and submit required EMD amount, will be opened for further evaluation. A list of qualified/unqualified bidders will be displayed on the CPPP eProcurement website <https://eprocure.gov.in/eprocure/app>. or our official website.

## **8. Bid evaluation**

No enquiry shall be made by the bidder(s) during the course of evaluation of the tender, after opening of bid, till final decision is conveyed by the Evaluation Committee. However, the Committee/its authorized representative and office of PAG(Audit)/AP can make any enquiry/seek clarification from the bidders, which the bidders must furnish within the stipulated time else the bids of such defaulting bidders will be rejected.

### **8.1 Financial Bid Evaluation**

1. The Financial Bids of technically qualified bidders, who meet the eligibility conditions and submission of required EMD amount, will be opened online and offline and the same will be evaluated by a duly constituted Committee.
2. After selecting the L-1, the qualified bidders that is those bidders who are technically qualified and whose financial bids were opened, would be asked to match the L 1 to form a panel of printers.
3. In the event of revised financial bids being called the revised bids should NOT be higher than the original bids, otherwise the bid shall be rejected and EMD forfeited.
4. The rates shall be quoted in Indian rupees as per the **Annexure-5** and should be inclusive of all taxes, levies, etc. as applicable.
5. Taxes indicated in the Financial Bid will be paid as per actuals on the basis of the prevailing rate.

## **9. Performance bank guarantee**

In the event of acceptance of the final rates by this office, each of the empanelled printers will have to tender, within 7 days of acceptance of offer, an irrevocable Bank Guarantee as Performance Security of Rs.10,000/- (Rupees Ten thousand only) from a Nationalised Bank valid up to **30 June 2023 or up to a period of sixty days beyond the date of completion of all contractual obligations including warranty obligations, whichever is later.**

Performance Guarantee is liable to be invoked for any non-performance of the terms of the contract/work order.

## **10. Payment terms**

1. User department shall make payment in Indian Rupees only.
2. Payments shall be subject to deductions of any amount for which the agency is liable under the empanelment or tender conditions. Further, all payments to agency will be made subject to deduction

of TDS (Tax deduction at Source) as per the income Tax Act, 1961, applicable penalty and other taxes such as GST, if any, as per Government of India rules.

3. The agency will submit Pre-receipted bills in triplicate (having details of concerned work-order number, Date and supply order number of CAG) as and when required in the name of Principal Accountant General (Audit)/AP along with all the completed documents and after deducting the applicable penalty etc.
4. Payment shall be made against complete acceptance of the material by the consignee after due verification of quality and quantity.

## 11. DELIVERY

The printers shall be liable to collect the material for designing, formatting and printing from the indenting sections and deliver the printed copies to the Office at their own expense. The Reports will have to be printed at the earliest and not later than a week from the date of handing over of the camera- ready/soft copy. In certain cases, some Reports may be required to be printed on urgent basis. Please note that there should not be any delay in delivery of the Audit Reports, beyond the agreed time frame.

## 12. PENALTY CALCULATION PROCESS

Table below gives an overview on the penalty associated with non-adherence to the Advertised Tender conditions:

S. No.	Condition	Penalty
1.	(i) Deviation from agreed standards and quality  (ii) Delay in contract	If the Report(s) fail to meet the agreed standards of designing/printing or deviate from the agreed specifications, they are liable to be rejected and shall not be paid for. Such rejection shall be at the sole discretion of the Principal Accountant General (Audit), Andhra Pradesh, even if a printed Report containing certain defects is accepted by the Department for unavoidable reasons.  In case the printers fail to deliver either the signatory copies or the bulk copies within the agreed time frame, their performance security shall be forfeited.  The cost of such default shall be recovered from the Vendor from outstanding payment or BG/PBG.

## 13. INDEMNITY

1. CAG and the client organizations stand indemnified of all legal obligations, past/present/future, the agency may have with its professionals.
2. CAG and the clients stand absolved of any liability on account of loss of life or injury sustained by the Agency staff during the performance of the contract, also for any damages or compensation due to any dispute between the agency and its staff and for any loss or damage to Agency's assets, machinery or printing equipment.
3. The empanelled Agency will indemnify CAG or the client organizations of any infringement of third party rights be they under the Patents Act or the IPR.

## 14. CONFIDENTIALITY

1. As per the confidentiality requirement, the agency will ensure that no information of or about the Report or any part of the Report under print of the client organization is taken out in any form including electronic form or leaked to print / electronic /social media by any person/persons of the agency or from the premises of the printer. Any such act will be treated as a serious disciplinary offence and shall be considered as breach of the terms of the contract.
- 2 The agency or its deployed personnel, by virtue of working on CAG/Client's projects, can't claim any

rights on the work performed by them. CAG/Client will have absolute rights on the work assigned and performed by them. Neither any claims of the agency or its deployed professionals will be entertained on the deliverables.

## **15. OTHER TERMS & CONDITIONS**

1. The selected agency will not outsource the work to any other associate/franchisee/third party under any circumstances. If it so happens then O/o the Prl. AG (Audit), AP will impose sanctions which will include: forfeiture of the security deposit, revocation of bank guarantees (including the ones submitted for other work orders) and termination of the Contract for default.
2. O/o the Prl. AG (Audit), AP may by written notice, to the selected agency, terminate the work order and/or the Contract, in whole or in part at any time of its convenience. The notice of termination will specify that termination is for Prl. AG (Audit), AP's convenience, the extent to which performance of work under the workorder and/or the contract is terminated and the date upon which such termination becomes effective. O/o the Prl. AG (Audit), AP reserves the right to cancel the remaining part and pay to the selected agency an agreed amount for partially completed Services.
3. In the event of the agency's company or the concerned division of the company or organization is taken over / bought over by another company or organization, all the obligations under the agreement with O/o the Prl. AG (Audit), AP, should be passed on for compliance by the new company / new division in the negotiation for their transfer.
4. All panel agencies automatically agree with O/o the Prl. AG (Audit), AP for honouring all aspects of fair trade practices in executing the work orders placed by O/o the Prl. AG (Audit), AP.
5. Staff of the agency must carry Identity card issued by the agency while on duty at O/o the Prl. AG (Audit), AP or client site. Be it private or public areas, the employees are to be frisked/ checked by the security personnel, both while entering and leaving the premises at O/o the Prl. AG (Audit), AP or client sites.
6. O/o the Prl. AG (Audit), AP will not entertain any name change requests during the bidding process. In such cases the bid will be rejected straightaway.
7. The user Departments will be free to allocate the work to any or a combination of empanelled agencies.

### **15.1 Micro, Small & Medium Enterprises Development Act**

1. If a bidder falls under the Micro, Small & Medium Enterprises Development Act, 2006, then a copy of the registration certificate must be provided to O/o the Prl. AG (Audit), AP. Further, the bidder must keep O/o the Prl. AG (Audit), AP informed of any change in the status of the company.
2. Following facilities have been extended to the SSI units registered with NSIC:
  - a. Issue of tender sets free of cost
  - b. Exemption from payment of earnest money

### **15.2 Limitation of Liability**

Except in the case of gross negligence or wilful misconduct on the part of the Vendor or on part of any person or company acting on behalf of the Vendor in carrying out the services, the Vendor, with respect to damage caused by the Vendor to end User / O/o the Prl. AG (Audit), AP, shall be liable to end User / O/o the Prl. AG (Audit), AP :

- (i) for any indirect or consequential loss or damage; and
- (ii) for any direct loss or damage, only to the extent of
  - A. the total payments payable under this contract to the Vendor, or

B. the proceeds the Vendor may be entitled to receive from any insurance maintained by the Vendor to cover such a liability,

whichever of (A) or (B) is higher, plus the security deposit submitted by the Vendor.

This limitation of liability shall not affect the Vendor liability, if any, for damage to Third Parties caused by the Vendor or any person or firm / company acting on behalf of the Vendor in carrying out the work.

### **15.3 Force Majeure**

If at any time, during the continuance of the empanelment, the performance in whole or in part by either party of any obligation under the empanelment is prevented or delayed by reasons of any war, hostility, acts of public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics quarantine restrictions, strikes, natural calamities, lockouts or acts of Nature (hereinafter referred to as "events"), and provided notice of happenings of any such event is duly endorsed by the appropriate authorities responsible to declare or consider any events as such 'events' and notice is given by party seeking concession to the other as soon as practicable, but within 21 days from the date of occurrence and termination thereof and satisfies the party adequately of the measures taken by it, neither party shall, by reason of such event, be entitled to terminate the empanelment/contract, nor shall either party have any claim for damages against the other in respect of such non performance or delay in performance, and deliveries under the empanelment/contract shall be resumed as soon as practicable after such event has come to an end or ceased to exist and the decision of the purchaser as to whether the deliveries have so resumed or not, shall be final and conclusive, provided further, that if the performance in whole or in part or any obligation under the empanelment is prevented or delayed by reason of any such event for a period exceeding 60 days, the purchaser may at his option, terminate the empanelment.

## **15.4 Termination for Insolvency and Default**

### **15.4.1 Termination for Insolvency**

O/o the Prl. AG (Audit), AP may at any time terminate the work order / contract by giving written notice of four weeks to the agency, without any compensation to the agency, if the agency becomes bankrupt or otherwise insolvent.

### **15.4.2 Termination for Default**

#### **15.4.2.1 Default is said to have occurred.**

**15.4.2.1.1** If the agency fails to deliver any or all of the services within the time period(s) specified in the work order or any extension thereof granted by O/o the Prl. AG (Audit), AP.

**15.4.2.1.2** If the agency fails to perform any other obligation(s) under the contract / work order.

**15.4.2.2** If the agency, in either of the above circumstances, does not take remedial steps within a period of 30 days after receipt of the default notice from O/o the Prl. AG (Audit), AP (or takes longer period in spite of what O/o the Prl. AG (Audit), AP may authorize in writing), O/o the Prl. AG (Audit), AP may terminate the contract / work order in whole or in part.

**15.4.2.3** In addition to above, O/o the Prl. AG (Audit), AP may at its discretion transfer upon such terms and in such manner, as it deems appropriate, work order for similar support service to other agency in the panel and the defaulting agency will be liable to compensate O/o the Prl. AG (Audit), AP for any extra expenditure involved towards support service to complete the scope of work totally.

## **15.5 Arbitration**

Decision of the Principal Accountant General(Audit), Andhra Pradesh shall be final in the case of a dispute arises out of or in connection with this contract, or in respect of any defined legal relationship associated therewith or derived there from the tender or the contract.

## **15.6 Applicable Law**

**15.6.1** The Agreement/Contract/work-order will be governed by the laws and procedures prevailing in India within the framework of applicable legislation and enactment made from time to time concerning such commercial dealings/processing.

**15.6.2** The agency and their deployed personnel either during the contract or after its completion, shall not disclose any proprietary or confidential information relating to the services, contract or business or operations of O/o the Prl. AG (Audit), AP without the prior written consent of O/o the Prl. AG (Audit), AP.

### **16. JURISDICTION**

In any event of dispute arising out of this contract, the competent courts at Hyderabad will have the jurisdiction to adjudicate such dispute.

## 17. ANNEXURE

The necessary Annexure are given in the following pages.

### ANNEXURE 1. VALIDITY OF BIDS, RATES, ETC.

<b>S. No.</b>	<b>Item</b>	<b>Value</b>
1	Validity of bids	90 (ninety)days
2	Validity of empanelment	2 (two) years, From the date of declaration of empanelled printers to 31.03.2023.

## ANNEXURE 2.

## BID SUBMISSION

The tender shall be submitted online in two parts viz., **Technical Bid and Financial Bid.**

- a. **Technical Bid (Eligibility Conditions):** Eligibility conditions shall include proof of eligibility conditions with scanned copies of EMD amount and signed and scanned copy of tender acceptance letter.
- b. **Financial Bid:** **Financial Bid** is to be submitted in the form of BOQ\_XXXX.xls on to the portal or to be dropped in tender box placed in OE section at AG Office, Hyderabad -500 004 along with technical bid.

### A. Technical Bid (in CPPP)

The following documents are to be furnished by the bidder along with **Eligibility Conditions** as per the tender document. For details refer Annexure IV

- I. Signed and scanned copy of proof of EMD amount.
  - II. **ISO /BIS** certification for designing, formatting and printing.
  - III. Bidder must submit a copy of the company's registration certificate Bidder must be an individual company registered in India under the Companies Act, 1956, and should have been in existence in India for **at least 3 years** prior to the date of issue of this Tender Enquiry. Consortiums are not allowed.
  - IV. Bidder should have Articles of Association (in case of registered firms), by laws and certificate of registration (in case of registered cooperative societies), Partnership deed (in case of partnership firm). Copies of relevant document must be submitted
  - V. The bidder should have an average annual turnover equal to greater than one crore (Indian Rupees One Crore only)
  - VI. The average annual turnover submitted under consideration by prospective bidders should be for the last three financial years, i.e. **2017-18,2018-19, 2019-20**. CA certificate confirming the average annual turnover of the bidder during the stated financial years must be submitted
  - VII. Bidder must submit a Power of Attorney in the name of the Authorized Signatory for this tender
  - VIII. Bidder must provide a copy of the following in the name of the bidding company:
    - (a) PAN Card
    - (b) Goods and Service Tax Registration
  - IX. Signed and scanned copy of proof of submission of samples of Reports as required under Sl. No. 3.10
  - X. Details as per **Annexure 3 – Bid Summary**.
  - XI. Signed and Scanned Copy of **Tender Acceptance Letter in the Annexure -8 “Tender Acceptance Letter”**.
  - XII. **Technical bid in Offline mode:** All the required signed documents shall be dropped in Tender box placed at OE section at strictly according to critical date sheet at Sl.no. 4
- **Other conditions for submission of bids**
    - a) Bidder shall adhere to the **Critical Date Sheet** mentioned in this online Advertised Tender Enquiry. **No bids shall be accepted post the deadline as mentioned in the critical date sheet.**
    - b) O/o the Prl. AG (Audit), AP will not be responsible for any delay on the part of the vendor in obtaining the terms and conditions of the tender notice or submission of the online bids.
    - c) The bids submitted by fax/E-mail etc. shall not be considered. No correspondence will be entertained on this matter.

- d) Conditional tenders shall not be accepted on any ground and shall be rejected straightway. If any clarification is required, the same should be obtained before submission of the bids.
- e) In case, the day of bid submission is declared Holiday by Govt. of India, the next working day will be treated as day for submission of bids. There will be no change in the timings.
- f) At any time prior to the last date for receipt of bids, O/o the Prl. AG (Audit), AP, may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective vendor, modify the Tender Document by an amendment. The amendment will be notified on CPPP eProcurement website and should be taken into consideration by the prospective agencies while preparing their bids.
- g) In order to give prospective agencies reasonable time to take the amendment into account in preparing their bids, O/o the Prl. AG (Audit), AP may, at its discretion, extend the last date for the receipt of bids. No bid may be modified subsequent to the last date for receipt of bids. No bid may be withdrawn in the interval between the last date for receipt of bids and the expiry of the bid validity period specified in the tender. Withdrawal of a bid during this interval may result in forfeiture of Vendor's EMD.
- h) The agencies will bear all costs associated with the preparation and submission of their bids. O/o the Prl. AG (Audit), AP will, in no case, be responsible or liable for those costs, regardless of the outcome of the tendering process.
- i) Printed terms and conditions of the vendors will not be considered as forming part of their bid. In case terms and conditions of the tender document are not acceptable to any vendor, they should clearly specify the deviations in their bids.
- j) Bids not submitted as per the specified format and nomenclature may be out rightly rejected.
- k) Ambiguous/Incomplete/Illegible bids may be out rightly rejected.
- l) Submission of the Bid will be deemed to have been done after careful study and examination of all instructions, terms and required specifications in the tender document with full understanding of its implications. Bids not complying with all the given clauses in this tender document are liable to be rejected. Failure to furnish all information required in the tender Document or submission of a bid not substantially responsive to the tender document in all respects will be at the vendor's risk and may result in the rejection of the bid.
- m) Bidder has to submit b i d o n l i n e .

## **B. FINACIAL BID**

Schedule of financial bid in the form of BOQ\_XXXX .xls (Annexure-5) of tender document.



**ANNEXURE 3.**

**BID SUMMARY**

<b>Name of Bidder</b>		
<b>Date of Incorporation/Registration</b>		
<b>Registered Office Address</b>		
<b>Authorised Signatory Details</b>	<b>Name</b>	
	<b>Designation</b>	
	<b>Email</b>	
	<b>Mobile Number</b>	
	<b>Office Phone number</b>	
<b>Details of Alternative Contact other than Authorised Signatory</b>	<b>Name</b>	
	<b>Designation</b>	
	<b>Email</b>	
	<b>Mobile Number</b>	
	<b>Office Phone number</b>	

**ANNEXURE 4.****DETAILS OF THE FIRM**

<b>Sl. No.</b>	<b>Details of the firm:</b>	<b>Insert Value or Other Response</b>
1.	<p>Details of the printing capacity to print reports in terms of –</p> <p>(i) Number of reports/publications printed per year, showing English / Telugu separately for last five years.</p> <p>(ii) Capacity to handle number of reports at a time.</p> <p>(iii) Any other relevant details related to technical details for printing reports.</p>	
2.	If applicable, Bidder should have Articles of Association (in case of registered firms), by laws and certificate of registration (in case of registered cooperative societies), Partnership deed (in case of partnership firm). Whether Copies of relevant document are submitted?	Yes/No
<b><u>DETAILS OF THE TECHNICAL BID</u></b>		
3.	Registration certificate of the Company/Sole Proprietorship/Organization/Printing press etc., and should have been in existence in India for <b>at least 3 years</b> prior to the date of issue of this Tender Enquiry. Consortiums are not allowed. No of years for which firm is in existence.	_____ Years
4.	Ownership details of the printing infrastructure: The printers are required to furnish the proof of ownership of designing/printing press along with complete addresses and telephone numbers of their business/office premises as well as the printing site/sites. Whether relevant documents are submitted?	Yes/No
5.	<p>The bidder should have an average annual turnover equal to greater than Rupees 50,00,000/- (Indian Rupees fifty lakh only).</p> <p>The average annual turnover submitted under consideration by prospective bidders should be for the last three financial years, i.e. <b>2017-18,2018-19, 2019-20.</b></p> <p>CA certificate confirming the average annual turnover of the bidder during the stated financial years must be submitted.</p> <p>Whether relevant documents are submitted or not?</p>	Yes/No
6.	Bidder must submit a Power of Attorney in the name of the Authorized Signatory for this tender. Whether the relevant documents are submitted?	Yes/No
7.	<p>Bidder must provide a copy of the following in the name of the bidding organization:</p> <p>a) PAN card</p> <p>b) Goods and Service Tax registration</p>	Yes/No Yes/No

## ANNEXURE 5.

## DETAILED FINANCIAL BID

**Note:**

- It is necessary that the bidder submits financial bid in Table below
- Financial bids shall be opened only for those bidders who qualified technical bid (eligibility criteria).
- Prices should be quoted in Indian Rupees.
- The cost is inclusive of all taxes, levies, etc.
- Taxes indicated in the financial bid will be charged as per the prevailing rate.

**Table – Detailed Financial Bid**

(In `)

Sl. No.	Description of work	Rates
1	All inclusive rate per page for designing, formatting etc including photographs, charts, tables, maps etc for:  (i) 250-500 copies of English version of Audit Report (ii) 501-1000 copies of English version of Audit Report (iii) 1001-1500 copies of English version of Audit Report	Per Page
2	All inclusive rate per page for designing, formatting etc including photographs, charts, tables and maps etc. for :  (i) 250-500 copies of Telugu version of Audit Reports.	Per Page
3.	All inclusive rate per page for printing of multi-coloured text pages, photographs, tables and charts etc. of 250-500 copies of <b>English version</b> of Audit Report of following specifications: <b>1) 120 gsm with appropriate finish (Matte / glossy Paper) of A-4 size</b> <b>2) 130 gsm with appropriate finish (Matte / glossy Paper) of A-4 size</b> <b>3) 170 gsm with appropriate finish (Matte / glossy Paper) of A-4 size</b>	Per page
4	All inclusive rate per page for printing of multi-coloured text pages, photographs, tables and charts etc. of 501-1000 copies of <b>English version</b> of Audit Report of following specifications: <b>4) 120 gsm with appropriate finish (Matte / glossy Paper) of A-4 size</b> <b>5) 130 gsm with appropriate finish (Matte / glossy Paper) of A-4 size</b> <b>6) 170 gsm with appropriate finish (Matte / glossy Paper) of A-4 size</b>	Per page

5	All inclusive rate per page for printing of multi-coloured text pages, photographs, tables and charts etc. of 250-500 copies of <b>Telugu version</b> of Audit Report of following specifications: <b>1) 120 gsm with appropriate finish (Matte / glossy Paper of A-4 size</b> <b>2) 130 gsm with appropriate finish (Matte / glossy Paper) of A-4 size</b> <b>3) 170 gsm with appropriate finish (Matte / glossy Paper) of A-4 size</b>	Per page
6	All inclusive rates for printing of cover ( <b>300 gsm imported art card with matte finish, lamination, printing in different colours having photographs</b> )	Per cover
7	All inclusive rates for printing of Booklet/Brochures with CD of 20-25 pages in size of 5.5" x 8.5" in hard/soft cover of about of English version of Reports as per the sample provided to printer for <b>(i) 100 – 250 copies</b> <b>(ii) 251-500 copies</b>	Per page
8	All inclusive rates for the digital printing of 10-15 signatory copies ( each in Telugu and English) The signatory copies would be as per the specifications at bullet no. 4-6 under Para no 3.4 of Quantity.	Per page

**Note:** The same is provided along with the tender document in the form of BOQ\_XXXX.xls on to the CPPP eProcurement portal. Bidder is advised to download the same, quote their rates and upload it on the portal.

**ANNEXURE 6.****EMD**

<b>S. No.</b>	<b>Particulars</b>	<b>Amount (in Rs.)</b>	<b>Draft No.</b>	<b>Date</b>	<b>Bank</b>	<b>Branch</b>
1.	EMD	50,000/-				

## **ANNEXURE 7: Instructions for Online Bid Submission:**

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

### **REGISTRATION**

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link “**Online bidder Enrollment**” on the CPP Portal which is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

### **SEARCHING FOR TENDER DOCUMENTS**

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective ‘My Tenders’ folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

### **PREPARATION OF BIDS**

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.

- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use “My Space” or “Other Important Documents” area available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

## **SUBMISSION OF BIDS**

- 1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidder has to select the payment option as “offline” to pay the tender fee / EMD as applicable and enter details of the instrument.
- 4) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
- 5) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
- 6) The server time (which is displayed on the bidders’ dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 7) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 8) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 9) Upon the successful and timely submission of bids (ie after Clicking “Freeze Bid Submission” in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.

10) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

**ANNEXURE 7 A: Instructions for Offline Bid Submission:**

- 1) Required documents in all respects shall be signed and placed in a larger envelope separately according to the “technical bid” and “financial bid” in a sealed covers. The larger envelope containing the two bids shall be dropped in tender box placed at OE section, Office of the Principal Accountant General (Audit), Andhra Pradesh, Hyderabad -500 004.

**ASSISTANCE TO BIDDERS**

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- 2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk.





**Date:**

**To,**

The Senior Deputy Accountant General  
(Administration)  
Office of the Principal Accountant General  
(Audit)/Andhra Pradesh  
Saifabad, Hyderabad – 500 004.

**Sub: Acceptance of Terms & Conditions of Tender.**

**Tender Reference No: -----**

**Name of Tender / Work: - Empanelment of Printers from Hyderabad Region for designing, formatting and printing of Audit Reports, booklet/brochure along with (CD-ROM) for the period 2021-2023 for use in Indian Audit and Accounts Department (Office of the Principal Accountant General (Audit), Andhra Pradesh)**

**Dear Sir,**

1. I / We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely: <https://eprocure.gov.in/eprocure/app> as per your advertisement, given in the above mentioned website(s).
2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. 1 to 26 (including all documents like annexure(s), schedule(s), etc .), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.
3. The corrigendum(s) issued from time to time by your department/ organisation too have also been taken into consideration, while submitting this acceptance letter.
4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.
5. I / We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.
6. I / We certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organisation shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

**Yours faithfully,**

**(Signature of the Bidder, with Official Seal)**

